

Pretrial Services

Pretrial Officer I

Location: Kenton & Campbell Counties – District 16 & 17

Position Purpose

Responsible for conducting background interviews and assessments with defendants, providing pretrial release and investigative services for trial courts.

Examples of Duties

- Interview defendants in jail within 12 hours of incarceration
- Complete required assessments
- Present information to trial courts for pretrial release and diversion
- Formulate diversion and conditional release contracts
- Monitor compliance with conditions of contract
- Submit detailed written reports to the appropriate entities
- Keep statistics for the preparation of monthly reports
- Broker community resources for diversion and conditional release
- Other duties as assigned

Minimum Qualifications

Education/Certification: 4 year college degree

Required Knowledge: None

Experience required: None; experience will substitute for education 1:1

Skills/Abilities: Basic computer skills
Effective communication skills – written and oral
Some travel required

Department: Pretrial Services

Job Code: 701

Tenured: Yes

Position Grade: 7

Entry Level Salary: \$12.07 hourly **Fee based position**

Revised: 2/06

Shift: Days, nights, weekends and holidays as needed

Part-Time 80 hour Position with No State Benefits

The Court of Justice Personnel Policies Section 6.03(2) prohibits the hiring of retired state government employees

Deadline: Court of Justice Applications must be received by close of business or postmarked by **January 22, 2007**, and should be submitted to:

AOC Personnel Department

Administrative Office of the Court

100 Millcreek Park

Frankfort, Kentucky 40601

Equal Opportunity Employer